

# **Buildings Committee incorporating Health & Safety**

## **Minutes for meeting Friday 21<sup>st</sup> May 2015, 2.00pm**

**Present:** Kim Law, Rob Medcalfe, Jo Turner, Paul Bond

**Matters arising from minutes:** 16<sup>th</sup> March 2014

Due to KL going on maternity leave sooner than expected, actions from last meeting are still outstanding, as follows:

- KL to organise quote for fire door, extra fire extinguisher and thermostatic mixer valves.
- KL to create action plan for all of the recommendations made in the audit.
- KL to discuss 'medicine' section of policy with SC.
- KL to circulate existing policy to governors, for comments and then ratification at the next meeting.
- KL to find a qualified person to visit school and give advice on the need for lightning protection.
- Organise fire warden training for SL.

### **Monitor Buildings Register**

**Action** - KL to go through the School Buildings Register and report back at next meeting.

### **Policy**

**Action** - As a matter of priority KL to discuss 'medicine' section of policy with SC then circulate existing policy to governors, for comments and then ratification at the next meeting.

### **Accident analysis**

Accident analysis has been carried out for Autumn term 2014 and Spring term 2015. There were a high number of accidents recorded in the Autumn term. No particular patterns were identified other than the usual trips/collisions in the playground and some bumps into furniture. One P25 was completed for a slip and head bump in the hall resulting in delayed concussion and an ambulance called. KL will find out about the specific circumstances of this accident.

The number of accidents recorded for the Spring term was in line with most terms. The usual locations and causes, mainly younger children. No P25s completed.

KL clarified that incidents of aggression were recorded separately from the accident book. Also that a book of 'near misses' is kept in the filing cabinet, this is reviewed frequently so that any maintenance or procedural issues can be remedied.

## **AOB**

### **Committee documentation**

Paul asked whether we have the terms of reference for the *Buildings incorporating Health and Safety* committee. He suggested that KL circulate the terms of reference as well as the H&S calendar of monitoring to the committee to be discussed at the next meeting. This will clarify roles and responsibilities of the committee.

### **Trees**

School has received communication from neighbours at Rockery View who have said they are happy for us to cut back the trees which are growing close to the school house. Jo will ask Nigel to look at the trees identified in the tree survey, to see if he is able to do the required work.

**Date of next meeting:** Friday 3<sup>rd</sup> July 2015, 2.00pm